

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 7/20/2021
 SUBJECT Transfers

Note: All affected Group Leaders must ensure that transferred employees receive proper safety training. This training must include, but is not limited to, hazard communications / safe job practices, lock out, confined space entry, fork truck driver, man lifts, benzene and formaldehyde as appropriate for the Department they are entering. In addition, medical surveillance is required for employees who are transferring to operations with the following criteria:

- HAZMAT team members
- Fork Truck / Crane Operators

Hearing protection is required. The noise level is above 85 decibels and the operator must receive an audiogram within 6 months of the assignment.

Training records must be maintained as previously established. If there are any questions, contact the Safety Department. Employees transferring to a different department must review the clothing and PPE requirements prior to transferring to the new department. Compliance with the new departmental standards is expected on the first day of transfer. Group Leaders of employees obtaining transfers must provide the Employee Relations Department with secondary transfer information consisting of the operation, column #, line address and team #.

****Contingent upon successful completion of Team Leader Selection Process**

#	PRIMARY OPENING	FILLED BY	FROM TO	Operation	Shift Pref
9224	Sick Leave>365	T. Feters-Wormer 11/2/1998	1530-3 1530-3	Prep Mid Level RH	N
9225	Retirement W. Wallace	B. Wyman 5/2/1995	1754-1 1731-1	Team Leader	N
9226	Termination	M. Riddick 9/30/2013	1135-3 1790-1	Replacement Operator	N
9227	Termination	J. Rice 9/30/2013	1761-3 1773-3	Tag Operator	N
9228	Transfer S. Reason	E. White 11/26/2012	2521-3 2521-1	Tow Hooks/Upper Control Arm	N
9229	Per Diem A. Smith	L. Gray 12/21/2020	3825-2 2523-3	Rear Spring Shackle & Spare Tire Shld	N
9231	Transfer M. Pingel	G. Pilhorn 3/1/1999	5030-3 71EC-3	IRC	N
9232	Transfer T. Abney	W. Helvie 8/30/1999	1530-3 71DC-3	End of Line Driver	N

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 DATE: 7/20/2021
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Note: All affected Group Leaders must ensure that transferred employees receive proper safety training. This training must include, but is not limited to, hazard communications / safe job practices, lock out, confined space entry, forklift truck driver, man lifts, benzene and formaldehyde as appropriate for the Department they are entering. In addition, medical surveillance is required for employees who are transferring to operations with the following criteria:

- Fork Truck / Crane Operators
- Hazardous Waste Operators
- Hearing protection is required. The noise level is above 85 decibels and the operator must receive an audiogram within 6 months of the assignment.
- Training records must be maintained as previously established. If there are any questions, contact the Safety Department.
- Employees transferring to a different department must review the clothing and PPE requirements prior to transferring to the new department. Compliance with the new departmental standards is expected on the first day of transfer.
- The following Secondary/Tertiary, and One time transfers were completed on July 20, 2021:
- ** Contingent upon successful completion of Team Leader Selection Process

#	Primary Operation	Filed By	From To	1st Operation	Shift Pref	#	Second Opening	From To	1st Operation	Shift Pref	#	Third Opening	From To	1st Operation	Shift Pref
9207	Transfer Y Crooms	M. Jennings 8/4/2008	17FA-1 1784-1	J-Clips, Push Nut, Bolt Seal RH	N	9233	T. Roose 4/29/2013	3817-1 1785-1	Front Door Regulator Install	N					
9191	Disqualified	D. Runtill 6/13/2013	253-3 1781-1	Replacement Operator	N	9234	J. Stoffel 3/26/2013	2534-2 2521-3	Replacement Operator	Y-1					
9211	Transfer E. Starling	J. Denton 10/7/2019	5030-1 5041-3	SL01	N	9235	J. Ladd 12/6/1985	5035-1 5030-1	Frame Pad Stacer NWFS	N					
						9148	D. Moore 8/21/999	1132-1 1131-1	Right Front Door	N	9236	K. Spicer 10/24/2016	2730-2 1134-1	Swan Bracket	N
						9213	K. Mace 6/28/1999	1114-3 1125-1	Tag Operator Replacement Operator	N	9237	J. D'Antonio 10/16/2007	2731-3 1144-3	FRT Comp Rail RH	N
						9218	A. Wright 6/11/2020	1511-2 5030-3	NW02	N	9238	No Eligible Applicant	1511-2	Replacement Operator	
						9216	No Applicant	5020-2	Replacement Operator		9239	No Applicant	5020-2	Replacement Operator	
						9217	C. Westfall 6/5/1997	5014-2 5015-2	BNP2	N	9240	No Eligible Applicant	5014-2	Replacement Operator	
						9222	No Applicant	5040-2	SE03		9241	M. Brown 6/27/2013	1782-2 5040-2	SE03	N